

Subject: One Section of the GL300 General Ledger Accounting Training Course
Offered March 28

Audience: Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to offer one session of the full-day class, GL300 SCEIS General Ledger Accounting on Friday, March 28. This course covers the process of posting to the General Ledger, such as executing adjustments, reversals, reposting line items, write-offs, etc. In addition, this course will also demonstrate the creation of recurring entry, creation of park documents and assignment models.

Below you will find details about the course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

GL300 - Course Information

Course ID/Title: GL300 – SCEIS General Ledger Accounting

Description: This course covers the process of posting to the General Ledger such as executing adjustments, reversals, reposting line items, write-offs, etc. In addition, this course will also demonstrate the creation of recurring entry, creation of park documents and assignment models.

Target Audience: Users with the following roles: Central GL Function, Journal Entry Clerk, Journal Entry Supervisor, Cross Business Area Journal Entry Park, GL Supervisor (Workflow), GL Backup (Workflow), Cross Business Area Journal Entry Park.

Pre-requisites: COR120 ECC Overview and Navigation, FI100 SCEIS Financial Overview, GL200 SCEIS General Ledger Accounting Basics

GL300 - Section 01 – Winter 2014 Class Details

Course Date: Friday, March 28, 2014

Course Time: 9:00 a.m. to 5:00 p.m.

Course Location:

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/C5G7W5G>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. *Users who are already on the Wait List for this course will receive priority for enrollment.* Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to training@sceis.sc.gov.